

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Agency
Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0233624	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Administrator (PSA)-QRIS Supports Manager	
3. Division Family Services			12. Proposed Class Title	
4. Section Economic and Employment Services	For Use By Personnel Office	13. Allocation		
5. Unit Strengthening Family Services		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. % Regular		Personnel Office	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM			17. Audit Date: By: Date: By:	

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Carrie Hastings	Child Care Services Manager	K0210207

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Carrie Hastings	Child Care Services Manager	K0210207

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed independently with considerable latitude for making decisions based upon general direction developed within EES leadership and federal and state laws. Deadlines are stated and work is assigned orally and/or in writing with a description of outcomes desired. Employee is expected to exercise good judgment, demonstrate initiative, and prioritize work according to criteria established.

Errors in actions or decisions could result in incorrect implementation of program policies and failure to provide proper notification to impacted field staff and/or initiative partners. Not implementing and /or reporting a federal requirement could result in major loss of federal dollars. Limited resources may not be maximized if systems are not developed to meet goals and eliminate duplication.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
40%	E	<p>CLARIS Support: Works cooperatively with KDHE to develop a strategic and tactical plan to build an online Professional Development Registry and Portfolio system for Child Care providers. Participates in meetings with KDHE program and development staff on a regular basis. Support the integration and testing of the Online Professional Development Registry and Portfolio system development. Analyzes the Online Professional Development Registry and Portfolio system development to ensure outcomes are met. Participates in the analysis, development and deployment of the Online Professional Development and Registry Portfolio systems for the QRIS Field Test. Provides advisory support to DCF and KDHE technical staff, particularly involving the Online Professional Development Registry and Portfolio system. Serves as the primary lead for EES and as liaison to EES staff and KDHE regarding the development of the online Professional Development Registry and Portfolio system using CLARIS. Provides training and technical assistance to staff and QRIS participants with CLARIS.</p>
20%	E	<p>ECE Shared Resources Support: Responsible for implementation and on-going site administration of the ECE Shared Resources web-based platform for child care providers. Set up user accounts for QRIS participants and staff. Run and analyze reports on user interactions of the site. Work collaboratively with ECE Shared Resources staff to implement, and maintain site operation and design. Provide training and technical assistance to EES staff and QRIS participants. Make recommendations for on-going agency operation improvements and updates in ECE Shared Resource format. Create reports as requested by QRIS Program Manager and other staff members.</p>
20%	E	<p>Kansas Quality Network Support: Collaboratively work with website developers to ensure they provide the necessary requirements to meet CCDBG Act of 2014 and contract/agreement expectations. Participate in updating the Kansas Quality Network website as needed.</p>
20%	E	<p>Links to Quality: Maintain the QRIS SharePoint by uploading workgroup documents and other materials including workgroup meetings on the calendar. Assist with QRIS participants' communications. Create and distribute email "blast" communications with QRIS participants. Assist with the coordination of updates and improvements to the following web based programs: ECE Shared Resources, KQN website, and CLARIS. Assist with agencies' Social Media presence via Facebook, Twitter, Blogs, etc. as directed by DCF communications department. Develops, renews and monitors applicable MOUs, Contracts, and grants specific to QRIS support needs. Other duties as assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

The implementation of programs is dependent on the planning and design of the implementation strategy and could result in program failure. Failure to develop and monitor CCDF Funded Programs and Initiatives within the rules of the federal program, disseminate accurate information that govern the overall administration of the programs and manage the expenditures of the funds by the program, sub-grantees and contractors could result in major loss of federal dollars and impact services to CCDF recipients.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contacts, interactions and coordination with the public/private sector, contractors, other agency managers and with outside agencies and groups to ensure achievement of mutual goals, program integrity and effective service delivery. Interacts and collaborates with federal agencies, and other state and national groups.

Interacts with and advises agency of emerging issues affecting the programs administered by the agency to identify or develop course of action and recommend solution as appropriate.

This position requires working with the public, and with a wide range of employees and public officials. Public and group facilitation is required.

Possible stress related to meeting deadlines for work products. There may be visual and physical discomfort from using computer equipment and other office equipment.

Must be able to carry 25 lbs. (materials, booklets, etc. as needed). Position requires in state and possible out of state travel.

There may be visual and physical discomfort from using computer equipment.

Normal hazards and risks associated with work in an automated office environment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer and related software, fax machine, telephone and printer will be used daily.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

One year of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Preferred Education: Bachelor Degree in Business, Education, Social Services or a related field.

Licenses, certificates and registrations

Must maintain valid driver's license.

Special knowledge, skills and abilities

Data entry skills. Proficiency in Microsoft Office. Proofreading and editing skills. Current in field of e-communications such as social media and internet.

Preferred skills and knowledge: Knowledge of TANF and other benefit programs and federal regulations. Group facilitation skills. Experience with WORD and EXCEL software including the ability to create forms, tables, and spreadsheets.

Attention to detail, creativity and knowledge of web-based systems. Good technical skills, ability to learn new web-based programs. Work as a member of the QRIS' development team. Ability to work effectively with community partner. Ability to creatively find solutions to challenges and manage and resolve conflicts.

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date